## **Swanmore Parish Council Hire Application**

Before completing this form please read the "Conditions of Hire".

Hirer Name: (Individual/Org/Club etc)					
<b>Purpose of Hire</b> :					
Title:					
*First Name:					
*Surname:					
*Address:					
*Town and County:					
*Post Code:					
*Daytime Number					
**Mobile Number:					
Email:					

Please specify each date required, use a photocopy of this form if necessary.

Day	Date	Time ( Please tick/Specify)												
Day (please specify )	(please specify)	9- 10 am	10- 11 am	11- 12 am	12- 1 pm	1-2 pm	2-3 pm	3-4 pm	4-5 pm	5-6 pm	6-7 pm	7-8 pm	8-9 pm	9- 10 pm

<sup>\*</sup> This information is required for ALL CONTACTS

<sup>\*\*</sup> This information is required as a contact may be needed on the day of hire.

Insurance: Third Party/ Public Liability Insurance cover to a minimum value of £5 million is required for any hire. A copy of the insurance certificate must be received by the Parish Council two weeks before the date of hire.

## **Declarations and signature**

Hampshire SO32 2NW

I/We Mr/Mrs/Miss/Ms (full names)
Hereby apply on behalf of
I/We agree to pay all charges applicable and to use the facilities in a proper and reasonable manner.
I/We have received, read, understood and agree to abide by Swanmore Parish Council's Conditions of Hire.
I/We confirm that I am/ we are authorised to act on behalf of the above.
Signed Office Held (if applicable)
Date
Important: By signing this application form you are agreeing to the terms of the "Conditions of Hire".
Please return this form to:
Swanmore Parish Council
Hollythorns House
New Road
Swanmore

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## Please return to Swanmore Parish Council two weeks prior to hire the following documents:

	Check
Insurance documents with Public Liability to £5 million	
Key deposit £50— cheque made payable to Swanmore Parish Council	
Security deposit £100 – cheque made payable to Swanmore Parish	
Council	
Child protection policy document	